



# VACANCY ANNOUNCEMENT

***The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until November 30, 2022.***

Title <b>Management Assistant [Unclassified]</b>			Salary <b>P18 47,810.88 - \$67,426.47</b>
Posting Number <b>E307-20</b>	Position Number <b>multiple</b>	Number of Positions <b>3</b>	Posting Period * From: <b>10/02/2020</b> To: <b>01/02/2021</b>
Location: <b>Division of Epidemiology, Environmental and Occupational Health Communicable Disease Service 135 E. State Street, 2nd Floor Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
Under direction of the Communicable Disease Service, assist program and grant manager to organize and assist with administrative work that is needed to manage staff and grant deliverables required under federal COVID-19 grants. Gathers, organizes and summarizes data or information for report preparation; analyzes information, data and processes; formulates basic recommendations. Coordinate site visits, internal meetings, hiring processes, purchasing, schedules, travel and expense reports, outreach to partners, organizing electronic files, and other administrative duties as assigned. Investigates problems and/or complaints and makes recommendations for solutions. Assists in planning administrative improvements, including organizational changes and work systems. Reads, researches and routes correspondence; drafts letters, memos and other documents for the review and approval of management. Maintains essential records, reports, and files.			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.  <b>EXPERIENCE:</b> One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
If interested in this position, you can reply in one of two ways: <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b><i>PSTEEOH@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>Steven Bors, Executive Assistant 4 Epid., Environmental and Occupational Health Reference Posting #E307-20 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369</b></li> </ul>			
<b>Required documents:</b> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul>			
* Responses received after the closing date MAY be considered if the position is not filled.			

- 
- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*